

## **The Actors' Temple**

### **Foundation Course Terms and Conditions**

We are delighted you have chosen to train with us at The Actors' Temple. Our Warren Street venue is a busy studio theatre of actors, directors, creatives and tutors. We understand the importance of working together to create an environment conducive to exceptional learning in the craft of acting and have therefore designed the following policies to cultivate the same level of discipline and professionalism, as is expected of you in a working theatre environment or professional engagement. Please take your time to read the following Terms and Conditions fully.

- By reading the following points you are accepting responsibility for your actions regarding your behaviour as a student on any courses, classes or workshops run by The Actors' Temple in any location.
- You should understand that upon payment, you agree to be bound by these terms and conditions whilst training at any time with The Actors' Temple in any location.
- You should print a copy of these terms and conditions and retain for your future reference.

### **Code of Conduct**

All students at The Actors' Temple are expected to take responsibility for conducting themselves in a manner that ensures respect and consideration not only for staff and fellow students, but also for the training and the pursuit of excellence therein.

- Your professional behaviour, attendance and contribution to classes will be monitored and supported by all the tutors you come into contact with while training at The Actors' Temple. Overall conduct will be taken into account in the assessment of all the work undertaken on courses, classes and workshops and for the progression onto The Core Training.
- You can expect to be treated fairly and reasonably by staff and fellow students, in a safe and courteous working environment and The Actors' Temple expects you to act in a civil and responsible way towards others. The Actors' Temple also expects your cooperation in maintaining its policies and procedures as outlined below:

### **Student Attendance**

- All classes must be attended for the full duration. Arriving late for a class or leaving early is not an option. All tutors have been advised to close the door at the start of the class and to deny access to latecomers. You should get into the habit of arriving **at least** 5 minutes early for all classes
- If, due to unavoidable circumstances, a student knows in advance that they will be late then please let the reception know by calling 020 3004 4537 AND emailing [bookings@actorstemple.com](mailto:bookings@actorstemple.com) at least 24 hours before the start of the class.
- Absence owing to illness, or other unavoidable cause, must be notified to reception by telephone and email.
- Students who fail to cancel a workout class reservation with more than 24 hours notice will be charged £10. Passes will be suspended until this payment is made. There is no exception.

### **Studio Etiquette**

- Studios must be left tidy at the end of each session and ready for use by the next group
- All Actors' Temple premises are strictly no smoking/no vaping areas.
- Food and drink must not be taken into the studios, with the exception of bottled water. Please also ensure that mobile phones and tablets are switched off before commencing a class. Headphones should be removed before entering any studio.
- The fabric of the building and the equipment it contains are the responsibility of staff and students alike. Any scripts, books, props etc., issued to a student for use in classes, exercises or performances within the building or elsewhere are his or her personal responsibility. In all cases, loss or damage will be charged for at replacement value.

- Students are entirely responsible for themselves and their possessions. The Actors' Temple cannot be held responsible for property of any kind belonging to students, lost or damaged on or off the premises. These items are not covered by The Actors' Temple's insurance.

## **Class Times and Tutors**

- The Actors' Temple reserves the right to change, in exceptional circumstances, the days and times of the weekly scheduled classes.
- The Actors' Temple reserves the right to substitute scheduled tutors as necessary.

## **Equality, Diversity and Inclusion**

- Actors Temple is committed to equal treatment for all. We believe that the diversity of our team, programme, practice, artists and audiences is fundamental to our success. We do not tolerate discrimination on the grounds of race, gender, disability, sexuality, age, religion or belief, social or educational background or other grounds of discrimination not prohibited by legislation. Instead we welcome and celebrate difference, seeking to find the most creative and fulfilling role for every individual's talents and aptitudes.

## **Copyright**

- On undertaking a course with The Actors' Temple you agree not to copy/replicate any part of the course/class including but not limited to: course content from classes, course design/structure, course names, branding etc. for commercial purposes.
- Students give their consent that any photos and videos taken during their time at the studio can be used for marketing material.

## **Disciplinary Procedure**

- We operate a two warnings policy. Depending on the severity, breach of any of the student conditions, may result in an email warning. A warning will remind the individual of the reason they are receiving the notice and how to avoid a further warning or suspension.
- If after a second warning, there is still a breach of the rules, then that individual will be asked to leave the course with immediate effect without refund.
- In some circumstances it may be deemed necessary to issue an immediate suspension.
- Please note that The Actors' Temple reserves the right to refuse the services (Courses or classes) offered to an individual student at any time if, in the opinion of the tutors and management team, they feel the presence of that student has a detrimental effect on other students and environment of The Actors' Temple as a whole.
- There is no refund available to students who have been suspended or dismissed from a course following breach of this code of conduct.

## **Complaints Procedure**

- We are committed to providing a high standard of customer care and service. If you would like to discuss any concerns regarding your training and/ or service received, please contact The Managing Director, Ashlie Walker, via [ashlie@actorstemple.com](mailto:ashlie@actorstemple.com)

## **General Payment Terms**

- Any payment schedule agreed with individuals at the start of the course, must be maintained until full payment has been made even if the student does not complete the course.

- Payments can be made over the phone, via debit/credit card, in person at the studio, via bacs or by setting up a direct debit. Please advise us before making a bacs payment. We cannot accept bookings via bacs if they have not been approved beforehand and we have not been notified following transfers.
- Refunds can only be made to the purchaser via the same method of payment.
- VAT: Prices quoted include VAT of 20%.

## **Payment Options, Cancellations & Transfers**

- A minimum deposit of £200 is required to secure a student's place on the course.
- Full payment is due 2 weeks prior to the Course start date.
- If less than 2 weeks before start date, full payment is due immediately.
- Cancellations made 6 weeks prior to the course start date; fully refundable.
- Cancellations made between 6 and 2 weeks before start date; payments are refundable or transferable, minus a £100 administration fee.
- Cancellations made less than 2 weeks' notice; Payments are transferable only, minus a £100 administration fee. This option is only possible once and the course must take place within 1 year.
- £100 admin fee is deducted for every course booked on to and not attended, if less than 2 weeks' notice is given to transfer.
- Once the course has started, payment is non-refundable and non-transferable.

## **Bank Details**

Please notify us in writing before and after making a bacs payment.

The Actors Temple Ltd, HSBC Bank, 156-157 Tottenham Court Road, London, W1T 7AY

Sort Code:40-07-06

Account No: 21558951

If you are paying from abroad you may need the below:

IBAN: GB49MIDL40070621558951

Swift: MIDLGB22

## **Contact Details**

Reception is manned between 10am and 5pm Monday to Friday and occasional weekends.

The Actors' Temple Studio London

Basement, 13-14 Warren Street

London W1T 5LG

Tel: 020 3004 4537

Email: [bookings@actorstemple.com](mailto:bookings@actorstemple.com)

## **Governing Law**

These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales and you irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

**I have read the above three pages and fully understand and agree to The Actors' Temple terms and conditions.**

Name:

Signature:

Date: